EVERETT COMMUNITY COLLEGE

Learn about these areas of study…

Drop-In Sessions
for FALL 2016

Registration for NACTEP Classes is quick & easy.
Please complete the attached registration forms.
Return by email to: Michael Chaplin (mchaplin@everettcc.edu)
or if more convenient bring registration forms to either
Drop-in Sessions listed below.

August 30 12 noon—2 PM
September 7 4—6 PM

Dining Area, 2nd Fl, Admin. Bldg.

* RSVP: 360-716-4888, Higher ED
or highered@tulaliptribes-nsn.gov

For more information (EvCC):
Michael Chaplin, 425-388-9964 or mchaplin@everettcc.edu

Tulalip College Center • 7707 36th Ave NW Building C-1&2
(next to Boys & Girls Club)

Space is limited*. Enrollment is open to, and books/tuition are FREE, for (in order) Tulalip Tribal members; spouses & parents of Tulalip Tribal members; other Native Americans; and employees of Tulalip Tribes*

EVCC Students May Enroll at the First Class Session.

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Classes begin Monday, SEPTEMBER 19
"Tribal Technology Certificate" (EverettCC)

Business Computations — Mon & Wed, 9 – 11 am
Apply mathematical concepts using numerical data in Excel to complete business applications. Create formulas and use functions of Excel to compute basic math operations, etc. Office 2010 Version.

Introduction to Microsoft Word — Tue & Thu, 12 Noon – 2 pm
Introduces word processing functions and applications using MS Word. Covers creating revising, formatting, saving and retrieving documents, file management, merge, typeface selection, creating tables, using pagination and much more. MS Office 2013 version.

Business English — Tue & Thu, 2-4 pm
Review of abbreviations, capitalization, grammar, possessives, punctuation & spelling. Includes proof reading & editing.

Keyboarding—Beginning — Tue & Thu, 4 – 6 pm
Introduces keying-by-touch emphasizing correct ergonomics, speed & accuracy. Includes techniques for editing, saving, opening & closing documents and application of skills to personal letters, reports.

Keyboarding—Speed & Accuracy — Tue & Thu, 4 – 6 pm
Improve keyboarding speed and accuracy through the use of programmed software which diagnoses student keyboarding problems and prescribes appropriate practice material.

Records Management — Tue & Thu, 11 am – 1 pm
Creation, maintenance and disposition of records. Retrieving and storing records utilizing manual and computer based programs.

Introduction to Tribal Governance — Mondays, 1 - 3 pm
Examination of the legal system, its rules and regulations regarding Native Americans, including application of Federal, State and Tribal statutory and case law, rules relating to treaty interpretation and legal status of Native Americans and Tribal Governments including constitutional rights.

Computer Literacy — Mon & Wed, 9 – 11 am
CL 101—Introduction to Windows environment and MS Office.
CL 102—Using computers/Managing Files
CL 103—Word Processing
CL 104—Spreadsheets
CL 105—Databases
CL 106—PowerPoint

Supervised Computer Labs
for CL 101– CL 106 classes
NOTE: Several classes taught by one instructor.

GED/Adult Basic Education — Tue & Thu, 8:30-11:20 am
Classes prepare students to pass the GED test.

EDMONDS COMMUNITY COLLEGE

Supervision Survival Toolkit Basics — 2 Sections (see below)
Provides tools for experienced, new, or future Supervisors: growing professionally in a Supervision Role; leading and motivating individuals & teams; avoiding common supervision mistakes; managing time; setting goals, prioritizing, & delegating; evaluating and improving employee performance, & working with difficult situations.
Choose either Section A: 9 Tuesdays, 3:00-5:00 pm
OR Section B: 9 Wednesdays, 3:00-5:00 pm

For **enrollment and schedule information,** email **Karen Lamoreux**, Instructor: klamor@edcc.edu (Classes fill quickly.)